



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: PUBLIC HEALTH NURSE AIDE (Part-Time)

SALARY: \$9.98 - \$12.77 per hour

LOCATION: Monroe County Department of Public Health - STD/HIV Program

JOB SUMMARY:

This position in the Public Health department is responsible for assisting the Public Health Representative in duties associated with completing paper and electronic state reports. Other duties may include, but are not limited to: assisting with triaging incoming calls to the reporting line, completing state field and interview records along with copying, filing and mailing the state records. The employee reports directly to, and works under the general supervision of the Supervising Public Health Representative. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Send Civil Service Application to:	Monroe County Department of Public Health 111 Westfall Road - Human Resources Rm.752B Rochester, NY 14620
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Posting Date: March 28, 2013

Posting Deadline: April 9, 2013